

19 August 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
19 August 1981

1. On 3 August, OIS officer [] EOD'd to the ODP Registry from the Office of Communications. Also effective 3 August responsibility for supervision of the registry was given to RMO []. In this capacity Gary will report to Chief, Admin. For his responsibilities in formulating a records management program for ODP, he will continue to report to EO/ODP.

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2. Summer only employees [] left "D" Division to return to school on 14 August.

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3. The following co-op students also returned to school:

<u>Name</u>	<u>Component</u>	<u>Date of Departure</u>
[]	"D" Division	14 August*
	"D" Division	14 August
	"B" Division	7 August
	"B" Division	14 August

*Lisa also terminated her contract on 14 August


Chief, Administrative Staff